

FINAL REPORT
DESIGNING GUIDANCE BOOK FOR A BEGINNER TOUR GUIDE



To fulfill the requirement for Diploma III
Majoring in English Department
Study Program of Tourism and Hotel Department

BY:

WANTI SEPTIANA

061330901427

STATE POLYTECHNIC OF SRIWIJAYA
PALEMBANG
2016

APPROVAL SHEET
FINAL REPORT
DESIGNING GUIDANCE BOOK FOR THE BEGINNER TOUR GUIDE



BY:
WANTI SEPTIANA
061330901427

Palembang, August 2016

Approved by,

First advisor,

Eriza, S.Pd. M.Pd.
ID. 196205051988032003

Second advisor,

Moehamad Ridhwan, S.Pd., M.Pd.
ID. 196912102005011002

Acknowledged by,
Head of English Department

Drs. M. Nadjmuddin, MA
ID. 196209071988031001

APPROVAL SHEET BY EXAMINERS

DESIGNING GUIDANCE BOOK FOR THE BEGINNER TOUR GUIDE

FINAL REPORT

Wanti Septiana

061330901427

Approved by the examiners committee

Signature

Dra. Evi Agustina Sari, M.Pd.

NIP. 196408122000031002



(.....)

Dra. Risnawati, M.Pd.

NIP. 196804011994032001

Herman, S.Pd., M.Pd

NIP. 197107012002121001



(.....)



(.....)

STATE POLYTECHNIC SRIWIJAYA

ENGLISH DEPARTMENT

2016

PREFACE

First of all, the writer would like to thank Allah S.W.T. for blessing that has been given to the writer so that the writer could finish this final report. The writer also would like to express the warmest gratitude to the prophet Muhammad s.a.w for warning and remembering every kindness or fault that has occurred. This final report is entitled “Designing Guidance Book for A Beginner Tour Guide”. This report is written to fulfill the requirement of Diploma III curriculum at State Polytechnic of Sriwijaya.

In arranging this paper, the writer trully got lots of challenges and obstructions but with help of many individuals, those obstructions could be overcome. The writer also realizes there are still many mistakes in process of writing this report. Therefore, any suggestions and criticism are always welcome. The writer also expects that this report can give advantages for readers, especially the students of English Department at State Polytechnic of Sriwijaya.

Palembang, July 2016

The Writer

ACKNOWLEDGEMENT

Praise and great attitude to Allah swt for blessings and helps to complete this final report. The report is written to fulfill the requirement of final report. In this moment, the writer would like to thank everyone who has given many contributions in this final report.

1. My beloved parents Letti Hariani and Yuli Firmansyah. My beloved grandparents Raswan Bohir and Kartini who always give their love, spirit, motivation, patience and willingness for me to finish this final report.
2. Head of English Department, Drs. M. Nadjmuddin, MA for giving the knowledge during the study.
3. Mrs. Eriza M.Pd as the first advisor and Mr. Moehamad Ridhwan as the second advisor. Thank you for your corrections, time, suggestions, advices, support and spirit in guiding patiently during the consultation.
4. Mr. Latief as the leader of Himpunan Pramuwisata Indonesia - Palembang and all parts of Himpunan Pramuwisata Indonesia - Palembang that giving information and participate in making this final report.
5. My beloved roommate Eka Pratiwi and my beloved weird friend Prof. Dr. Hj. Dina Puspita, M.Si. who had given me support and prayer. My bro, Aulia Ramadhan who participate to finish this final report.
6. My entire beloved friends in 6BD. The great laugh, moment, weird things given is such beautiful memories during studying in English Department.
7. Pak Nanang, who always supports, helps and gives information about final report.

Finally, the writer hopes that this report can give some benefits to those who are concerned in all. However, this report is still far from being perfect, therefore any criticism and suggestion are always welcome.

Palembang, July 2016

The writer

MOTTO AND DEDICATION

Motto:

“Every pro was once an amateur. Every expert was once a beginner. So dream big and start now.”

- **Wanti Septiana** -

This final report is dedicated to:

Allah s.w.t

My beloved parents

My beloved grandparents

My beloved sister and brothers

My beloved classmates 6 BD class

My lecturers in English Department at State Polytechnic of Sriwijaya

ABSTRACT

Designing Guidance Book for A Beginner Tour Guide

(Wanti Septiana, 2016: 50 Pages, 47 Pictures, 2 Diagrams)

This report discusses about guidance book design for a beginner tour guide. The purposes of this report were to find out the way to design a guidance book for a beginner tour guide and the information that should be informed in the guidance book. The Research and Development Modification method by Sukmadinata et. al (2005) was used to design the guidance book. The Research and Development Modification consists of preliminary study, model development and final product testing step. The result shows that to design a simple guidance book using Microsoft Office Word 2010 and Photoscape is quite a success. The result also shows that guidance book should inform about the tips and guidance for a beginner tour guide. The use of simple phrases is necessary so the reader could easily understand the guidance book.

(Keywords: guidance book, tour guide, preliminary study, model development, final product testing step)

TABLE OF CONTENT

TITLE SHEET	i
APPROVAL SHEET	ii
PREFACE.....	iii
ACKNOWLEDGEMENT	iv
MOTTO AND DEDICATION.....	v
ABSTRACT	vi
TABLE OF CONTENT.....	vii
LIST OF PICTURES.....	ix
LIST OF DIAGRAM	xiii
CHAPTER I INTRODUCTION	
1.1 Background.....	1
1.2 Problem Identification	3
1.3 Problem Limitation	3
1.4 Problem Formulation.....	3
1.5 Research Purpose	4
CHAPTER II LITERATURE REVIEW	
2.1 Definition of Design	6
2.2 The Definition of Guidance Book.....	6
2.3 The Principles to Design a Guidance Book	7
2.4 The Definition of Tourism	8
2.5 The Definition of Tour Guide	8
2.6 How to be a Good Guide	10
CHAPTER III METHODOLOGY	
3.1 Method of Research	12
3.2 Places of Research	16
3.3 Object of Research	16
3.4 Techniques for Collecting Data.....	16

3.5 Technique for Analyzing Data	17
CHAPTER IV DISCUSSION	
4.1 Preliminary Study	19
4.1.1 Literature Study	19
4.1.2 Field Survey	19
4.1.3 Model Draft Design	22
4.2 Model Development	29
4.2.1 Limited Testing.....	29
4.2.2 Wider Testing	31
4.3 Final Product	36
CHAPTER V CONCLUSION AND SUGGESTION	
5.1 Conclusion.....	48
5.2 Suggestion	48
REFERENCES	49

LIST OF PICTURES

Picture 4.1 Front Cover	23
Picture 4.2 Background	23
Picture 4.3 Preface and Table of Content Section.....	24
Picture 4.4 The Definition of Tour Guide Section.....	24
Picture 4.5 The Relation and Preparation Section	25
Picture 4.6 Question and Answer Section.....	25
Picture 4.7 Pick-up Service Section	26
Picture 4.8 Giving Comment Section.....	26
Picture 4.9 The Definition of Tour Guide in Indonesian Version.....	27
Picture 4.10 Definition of Tour Guide Before Revision in Limited Testing	29
Picture 4.11 Definition of Tour Guide after Revision in Limited Testing.....	30
Picture 4.12 Pick-up Service before revision in Limited Testing	30
Picture 4.13 Pick-up service after revision in Limited Testing.....	31
Picture 4.14 guidance book background before revision in Wider Testing.....	32
Picture 4.15 background after revision in Wider Revision	32
Picture 4.16 the use of font, shape, and background color before revision	33
Picture 4.17 the use of shape, background color, and font color after revision	33
Picture 4.18 The words “Pemandu Wisata” before revision In Wider Testing	34
Picture 4.19 The Words “Pemandu Wisata” after revision in Wider Testing.....	34
Picture 4.20 deleting the repetition sentence in wider testing before revision.....	35
Picture 4.21 the repetition sentence after revision in wider testing	35
Picture 4.22 Question and answer section in Wider Testing	36
Picture 4.23 the use of font style before revision in Final Testing	37
Picture 4.24 The variation of font style after revision in Final Testing	37
Picture 4.25 Front Cover font style before Revision in Final Testing	38
Picture 4.26 Front Cover Font Style after Revision in Final Testing.....	38
Picture 4.27 Background before Revision in Final Testing.....	39
Picture 4.28 Background after Revision in Final Testing	39
Picture 4.29 Font style, shape fill, and page number revision	40

Picture 4.30 the Meaning of Good Communication before Revision	41
Picture 4.31 Adding the meaning of good communication after revision	41
Picture 4.32 Additional information before revision	42
Picture 4.33 Additional information after revision	42
Picture 4.34 Front Cover of the Guidance Book.....	43
Picture 4.35 Preface and Table of Content Section.....	43
Picture 4.36 the Definition and the ability of Tour Guide Section	44
Picture 4.37 the Tour Guide's Communication and the Preparation Section	44
Picture 4.38 Question and Answer Section (English Version)	44
Picture 4.39 Arrival and Departure Transfer Section (English Version)	45
Picture 4.40 Giving Comment Section (English Version)	45
Picture 4.41 The Definition of Tour Guide in Indonesian Version.....	45
Picture 4.42 Communication and Preparation in Indonesian Version	46
Picture 4.43 Question and Answer in Indonesian Version	46
Picture 4.44 Arrival and Departure Transfer Service in Indonesian Version	46
Picture 4.45 Giving Comment and Notes in Indonesian Version	47
Picture 4.46 Giving Comment and Notes in Indonesian Version	47
Picture 4.47 the Back Cover Section.....	48

LIST OF DIAGRAM

Diagram 3.1 Research and Development Steps	12
Diagram 4.1 Tourist's Pick-up Service	21